

Resource Tools and Reimbursement Forms Available

Resource tools and reimbursement forms are available. They can be downloaded off the CIWMB's website at www.ciwmb.ca.gov/UsedOil/.

Resource Tools

The CIWMB has developed materials to help maintain quality certified centers in your jurisdiction. Additionally, the resource tools will assist you in tracking and evaluating the effectiveness of your program.

Resource Document	Purpose
Certified Center Site Visit Checklist form	This form must be completed for each site visit and submitted to your Grant Manager
Collection Center Assessment Questionnaire	A program monitoring tool to assist Grantees in improving their programs
Used Oil Log Sheet	Allows better tracking of the amount of oil and filters collected from the public
Certified Center Operator Guide	Describes basic requirements for certified centers
Procedures to Prevent the Acceptance of Contaminated Oil	Certified Centers are required to have written procedures preventing the acceptance of contaminated oil
Where to Take Contaminated Used Oil	Certified Centers are required to inform the public where to take contaminated oil
Commonly Asked Questions	Educates certified center staff
CIWMB Used Oil Materials Available	Describes all the signs and information available to the certified centers

Reimbursement Forms

To receive the recycling incentive or reimbursement for "hot" or contaminated oil the following forms need to be submitted to the CIWMB's Accounting Office.

Form Name	When Required
Used Oil Recycling Incentive Payment Claim/Report	Submitted when requesting the recycling incentive
Lubricating Oil Purchase Receipt	Submitted when requesting the recycling incentive
Contaminated Used Oil Reimbursement Application	Applying for reimbursement for disposal of "hot" or contaminated used oil
Payee Data Record	Required when conducting business with the State of California, submit with your <u>first</u> reimbursement claim

Used Oil Program Available Materials List - Collection Centers

The CIWMB has signs and other informational material available upon request. Call (916) 341-6689 to order these materials free to certified collection centers.

1. Signs: CIWMB approved signage is required at all certified centers. Public Resources Sec. 48660 (b) (4) states "...Certified centers shall post a combined symbolic and informational exterior sign of at least two feet by three feet in size, or shall post an exterior symbolic sign of at least two feet by 18 inches in size. If the exterior symbolic sign is posted, the combined symbolic and informational sign shall be concurrently posted so that it is easily readable from the location where the used oil is received from the public..."

To meet this requirement the Board has the following certification signs available.

24x36" Styrene Informational/Symbolic

24x36" Aluminum Informational/Symbolic

18x24" Styrene Symbolic - English or Spanish

18x24" Aluminum Symbolic

18x24" Static Cling Symbolic - English or Spanish

2. STOP! sign: This sign can be posted by the collection tank or where the oil is taken from the customer.
9x11.5" Laminated Red "Stop/Alto" Sign - English & Spanish
3. Phone Card: This small sign can be posted by the phones at certified centers that reminds staff at the center that they take used oil from the public.
4x7" Laminated Yellow "Si" Phone Card – Spanish
4x7" Laminated Yellow "Yes/Si" Phone Card - English & Spanish
4. Operator guide. This one page handout summarizes certification requirements - English & Spanish.
5. Contaminated oil phone # list. This sheet contains the county environmental health-public works department phone number for a center operator to call for help in obtaining the address of a business or public agency that will accept used oil suspected of being contaminated.
6. Oil Contamination Prevention Procedures – English & Spanish
7. Logo for advertising: The Used Oil Program's "oil drop" logo is available in camera ready form, and on the CIWMB internet site at www.ciwmb.ca.gov/UsedOil/. Use the Graphics link to download logos. Certified Center operators are encouraged to use this logo in their required advertising. (Grantees must use the logo in all publicity and education.)
8. Sample log: Available to track publicly generated oil.
9. Claims reimbursement forms.

10. "Frequently Asked Questions about Certified Used Oil Collection Centers" - English & Spanish
11. "California's Used Oil Recycling Program" – English & Spanish
12. "The Facts About Re-Refined Oil" – English & Spanish
13. 11x15" Styrene and Static Cling Recycle Oil Filter sign – English & Spanish
14. 18x24" Aluminum "Don't Dispose of Used Oil After Hours" – English & Spanish